

PROPOSING AGENCY NAME: \_\_\_\_\_

## 2023-2025 PROPOSAL

### To Provide Services Under The OLDER AMERICANS ACT

Administered by:

The Area Agency on Aging of Western Michigan, Inc.  
Region 8

#### DEADLINE FOR SUBMISSION

Is 12:00 PM (Noon) on:

Wednesday, May 4, 2022

Via Email to: [proposal@aaawm.org](mailto:proposal@aaawm.org)

As you prepare to complete this FY 2023-2025 proposal, keep in mind that funding decisions are based on the proposal document, the oral presentation scheduled for June 20 and 22, 2022 at AAAMM or June 21, 2022 in Big Rapids, and the service priorities set by the Proposal Review Committee and AAAMM staff.

**Proposal Workshop**  
**Wednesday, April 13, 2022 at 1:00 p.m.**

Zoom Meeting

<https://us06web.zoom.us/j/85332922638>

Meeting ID: 853 3292 2638

+13126266799,,85332922638# US (Chicago)

Questions submitted to [proposal@aaawm.org](mailto:proposal@aaawm.org) prior to the Proposal Workshop will be answered at that meeting.

# Proposal Content

- I. Introduction
- II. Proposal
  - A. Agency Overview
  - B. Organization Summary
  - C. Agency Budget
  - D. Service Design and Description (complete once for each service)
  - E. Service Budget (complete once for each service)
  - F. Additional Questions for Proposers of Disease Prevention/Health Promotion Services
  - G. Additional Questions for Proposers of Caregiver Support Services
  - H. Additional Questions for Proposers of Senior Center Staffing
  - I. General Nutrition Program Questions for Congregate Meals and/or Home Delivered Meal Proposers
  - J. Additional Questions for Proposers of Congregate Meals
  - K. Additional Questions for Proposers of Home Delivered Meals
  - L. Additional Questions for Proposers of Elder Abuse Prevention Education
- III. Attachments:  
Items A and B: Attach to Proposal Packet.  
**New Proposers Only:**  
(Those agencies that are not currently contracted to provide OAA services)
  - A. Collaboration Letters – three (3) letters are required as part of the proposal packet\*
  - B. Third Party Assessments as part of the proposal packet  
Items C through E: Do Not attach to proposal.  
**New Proposers Only:**  
(Those agencies that are not currently contracted to provide OAA services)
  - C. Single Audit or Financial Audit - submit two (2) copies separately  
All Proposers submit **only** one (1) copy:
  - D. Proposing Agency Agreement
  - E. Assurances/Certification of Compliance

**\*Five (5) collaboration letters are required if a third-party assessment is not available.**

## Fundable Services

You can only propose for a service from the following list:

- |                                                 |                                      |
|-------------------------------------------------|--------------------------------------|
| Adult Day Services                              | Home Delivered Meals                 |
| Assistive Devices and Technologies (PERS)       | Home Injury Control                  |
| Caregiver Education/Support/Training Programs   | Homemaker (outside Kent County)      |
| Caregiver Focal Point                           | Legal Assistance                     |
| Congregate Meals                                | Long Term Care Ombudsman             |
| Counseling                                      | Medication Management                |
| Disease Prevention/Health Promotion Programs    | Nutrition Counseling                 |
| Elder Abuse Prevention Education                | Nutrition Education                  |
| Grandparent Education/Support/Training Programs | Outreach and Assistance              |
|                                                 | All Respite (outside Kent County)    |
|                                                 | Senior Center Staffing               |
|                                                 | Transportation – Assisted and Public |

**Note: Answer all questions. If you believe a question does not apply, indicate N/A and explain why.**

**Part III: New Proposers** are required to submit Sections A, B, and C. **All Proposers** submit one copy of Sections D and E.

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Final funding decisions will be made by the end of July 2022.

Services will begin October 1, 2022.

# I. INTRODUCTION

The Area Agency on Aging of Western Michigan (AAAWM) is the administrator of the Older Americans Act and Older Michigianians Act for a nine (9) county area called Region 8. Those counties are Allegan, Ionia, Kent, Lake, Mason, Mecosta, Montcalm, Newaygo and Osceola. Proposed services must be provided within this nine-county region.

Established in April 1974, the AAWM exists to help older adults and persons with disabilities live in their community with independence and dignity. AAWM and their partner agencies provide older persons, including those with the greatest social and economic needs, with an array of human services.

Services proposed for funding in this document are based on need, service partner availability, past experience providing services, and the use of approved service definitions, components and standards. The variety of services must address the needs of older adults aged 60 years or older. This proposal encompasses hands-on care in the home, nutritional needs, healthy aging initiatives, volunteer, and community services.

Having created a partner network, with quality service for over 45 years, we are seeking proposers who will continue to bring expertise and experience to communities in West Michigan. We are seeking partners who are actively involved with innovative older adult programs as well as traditional services.

## II. PROPOSAL

### AUTHORIZED SIGNATURE PAGE

I certify that all information contained in this Proposal is accurate and complete to the best of my knowledge.

**Key agency staff has read the policies and procedures contained within the *AAAWM Policies and Procedures Manual, as amended.***

On behalf of my applying organization, I agree, if chosen as a grantee, to follow all terms and conditions contained within the *AAAWM Policies and Procedures Manual, as amended.* I also agree to have appropriate staff attend an orientation training tentatively planned for August, 2022.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**Must be signature of person authorized to sign contracts**

\*The AAWM Policies and Procedures Manual can be found on our website: [www.aaawm.org](http://www.aaawm.org)

## II - A. AGENCY OVERVIEW

<b>Proposing Agency Name:</b>		<b>Phone:</b>	
<b>Website (if applicable):</b>		<b>Fax:</b>	
		<b>E-mail:</b>	
<b>Address:</b>			
<b>Executive Director Name:</b>		<b>Phone:</b>	<b>E-mail:</b>
<b>Proposal Contact Name:</b>		<b>Phone:</b>	<b>E-mail:</b>
<b>Program Contact Name:</b>		<b>Phone:</b>	<b>E-mail:</b>
<b>Finance Contact Name:</b>		<b>Phone:</b>	<b>E-mail:</b>
<b>Proposing Agency Board Chair Name:<sup>1</sup></b>		<b>Board Chair Mailing Address:</b>	
<b>Phone:</b>		<b>City, State, Zip:</b>	
<b>Email:</b>			
<b>Board Chair's term expires:</b>			
<b>Tax ID #:</b>	<b>Year Incorporated:</b>	<b>Is Proposing Agency a minority agency?<sup>2</sup></b>	
		Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
<b>Legal Status of Proposing Agency:</b>			
<input type="checkbox"/> <b>Public Agency</b> <input type="checkbox"/> <b>Private Non-Profit Agency</b> <input type="checkbox"/> <b>For-Profit Agency</b>			
<input type="checkbox"/> <b>Other (Describe):</b>			

<sup>1</sup> A for-profit agency should list contact information for Company President.

<sup>2</sup> Definition is found in the Proposal General Information packet.

### Proposed Services and Funding Requested Summary:

Proposed Service <sup>3</sup>	2023 Funding Request (Whole Dollars)	2022 Funding (if applicable)	Is this a new service for the Agency? (Yes or No)	Geographic Area Service Will Be Provided <sup>4</sup>
	\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	

<sup>3</sup> See list of approved services on Proposal Content page.

<sup>4</sup> Geographic Area could be a county, part of a county or more than one county within Region 8.

**END OF AGENCY OVERVIEW**



## II - B. ORGANIZATION SUMMARY

Attach each of the items listed below to your proposal.

- **Organizational Chart**
- **List of Board of Directors with their affiliations**
- **Agency or Service Brochures (if available)**
- **Annual Report (if available)**

### **Older Americans Act FY 23-25 Proposal and Instructions Agency Mission**

1. Describe your agency's mission.

2. List all of your organization's current professional accreditations, certifications, awards and memberships in associations.

### **Targeting**

1. How does your agency ensure that minority and low-income older adults are aware of and able to access services?

2. Does your agency employ bilingual staff? If yes, please describe what language(s) and their role in reaching clients with language barriers. Describe how you ensure services are provided to limited English speaking clients.

3. Are agency brochures and/or service information printed in any language besides English?

Yes  No

If yes, what language(s)?

4. Describe how clients and/or service frequency will be prioritized if all requests for service cannot be filled (attach copy of prioritization form used):

**Volunteer Use** (This applies to the entire agency, not just to the proposed service(s).)

Were volunteers utilized in your agency last year? Yes            No            If none, why?



## AGENCY BUDGET DETAIL

### **REVENUES:**

#### **Program Income:**

Program income includes all contributions made toward the cost of service by or on behalf of a client for a service. See AAAWM Policies and Procedures Manual\* for a complete definition.

#### **Cost Sharing:**

Cost Sharing is defined as all income received from established cost sharing. Cost sharing is required for Adult Day Services and all Respite Services. See AAAWM Policies and Procedures Manual\* for a more complete definition.

#### **Private Pay:**

All income received as a result of clients paying the entire cost of their service.

### **EXPENDITURES:**

#### **Administration:**

Expenses may include but are not limited to: wages of administrative staff such as supervision, financial, data entry and administrative support, which contribute to the delivery of a typical unit of service. Expenses for activities such as coordinating with the AAAWM, budgeting, scheduling staff, grant writing, collaboration with other agencies, legislative advocacy, staff recruitment, collection of cost sharing (if applicable) and client contributions, quality assurance and accountability are also allowable.

#### **Direct Service Cost:**

Expenses included in the cost of directly providing the service(s). This may include wages of direct service staff, direct staff training, direct service supplies, direct service mileage reimbursement, general intake, client assessment, re-assessment and service plan development. No program administration activities are allowable in this section.

#### **Equipment:**

Equipment is defined as an item with an acquisition cost of \$1,000 or more. For nutrition services only, equipment is defined as an item with a usable life of one (1) year or more regardless of acquisition cost.

#### **Other:**

Program costs that cannot be attributed to any other line item.

\*The AAAWM Policies and Procedures Manual can be found on our website: [www.aaawm.org](http://www.aaawm.org)

**END OF AGENCY BUDGET**

# III. ATTACHMENTS

## **NEW PROPOSERS SUBMIT:**

### **III-A. Three (3) Collaboration Letters**

Use the Instructions for Composing a Collaboration Letter of Support to request supportive information from three agencies with which your organization collaborates. If these collaborating agencies have any questions, they should contact you, not AAAWM.

**Do not submit more than the required collaboration letters.**

### **III-B. Third Party Assessments**

Attach the most recent third-party (professional and/or governmental agency) program assessment of the Proposing Agency to each copy of the proposal. Third-party program assessments are official reports from a monitoring agency, which cover program operations. A third-party assessment is preferred.

If program assessments are not available, provide TWO (2) ADDITIONAL collaboration letters (for a total of five [5]).

### **III-C. Single or Financial Audit**

Submit the Proposing Agency's most recent Single Audit or Financial Audit.

## **ALL PROPOSERS:**

### **III-D. Proposing Agency Agreement**

### **III-E. Assurances/Certificate of Compliance**

# FY 2023-2025 Older Americans Act Proposal

## Instructions for Composing a Collaboration Letter of Support

**(Three (3) letters from different agencies must be submitted by new proposers only.)**

Instructions: Ask three (3) agencies to submit a “collaboration” letter to you on their letterhead. The letters must be incorporated into your proposal. The letters will not be accepted separately by the AAAWM.

Each letter should contain the following information:

- Name of proposing agency
- Name of supporting agency
- Address of supporting agency (including city and zip code)
- Contact Person and their phone number and email address (of supporting agency)
- Services that the supporting agency provides to older adults.
- Collaboration between the proposer and the supporting agency and how the supporting agency views that collaboration.
- Communication between the proposer and the supporting agency and how the supporting agency views that communication.
- Comment on the Proposer staff members (as viewed by the supporting agency)
- Proposer’s services evaluated by the supporting agency.

The letters should be signed by the Supporting Agency Director.

If the supporting agency has questions about completing the collaboration letter, they should contact the Proposing Agency.

### **III - D. PROPOSING AGENCY AGREEMENT (All Proposers Complete Once)**

#### AGREEMENT BETWEEN PROPOSING AGENCY AND AREA AGENCY ON AGING OF WESTERN MICHIGAN, INC. UPON SUBMISSION OF A FY 2023-2025 PROPOSAL FOR FUNDING

\_\_\_\_\_  
(Proposing Agency's Legal Name)

understands and agrees that the following provisions are part of its official proposal and as such become binding on it subsequent to the award of any funds by the Area Agency on Aging of Western Michigan, Inc. (AAAWM).

Proposing Agency:

#### **AUTHORITY**

1. Warrants that it possesses legal authority to apply for funding; has officially adopted or passed a resolution, motion or similar action, authorizing completion of the proposal including all understandings and assurances and authorizing its official representative to act in connection with submitting the proposal and providing any additional information required.
2. Agrees to submit to AAWM all information requested about names of persons with an ownership or control interest in the Proposing Agency, any actual or potential conflict of interest, past business transactions, current or pending legal action against the Proposing Agency, and certain other disclosing entities. Further, agrees to disclose whether any persons with an ownership or controlling interest in the Proposing Agency have been convicted of a criminal offense related to their involvement in any programs under Titles III, XVIII, XIX, or XX of the Social Security Act since the inception of these programs. The AAWM may refuse to consider the proposal of any Proposing Agency that does not comply. Subsequently, AAWM may immediately terminate a contract granted if a Proposing Agency does not comply with any future requests.
3. Upon award of funds, if a non-governmental Proposing Agency, agrees to submit copies of its Articles of Incorporation and Bylaws prior to signing a contract.

#### **COMPLIANCE WITH LOCAL, STATE AND FEDERAL LAWS/REGULATIONS**

4. Agrees that services will be carried out according to the regulations, policies, procedures, terms and conditions of its proposal as approved by AAWM in making an award of funds.
5. Agrees to comply with all applicable laws, regulations, policies, minimum standards and procedures established by AAWM, Aging and Adult Services Agency (AASA), and the United States Administration on Aging (AOA) in the execution of a contract award, including the "Code of Ethics" adopted by AAWM.
6. Agrees to operate in full compliance with all applicable state and local standards including fire, health, safety and sanitation standards, prescribed in laws or regulations.

7. Agrees to conform to applicable provisions of the Older Americans Act, and Title 45 of the Code of Federal Regulations, Part 74 "Administration of Grants", August 2, 1978, (Subpart O – Property), as amended, in the acquisition, transfer, replacement, or disposition of real property, equipment, or supplies.
8. Agrees to not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, sexual orientation, height, weight, or marital status pursuant to P.A. 453 of 1976, Section 209. The Proposing Agency shall also comply with the provisions of the Michigan Persons With Disabilities Civil Rights Act, P.A. 220 of 1976, and Section 504 of the Federal Rehabilitation Act of 1973, P.L. 93-112, 87 Stat. 394 which states that no employee or client or otherwise qualified disabled individual shall, solely by reason of his or her disability, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The Proposing Agency shall comply with the Americans with Disabilities Act of 1990 (ADA), P.L. 101-336, 104 Stat. 328 (as amended by the ADA Amendment's Act of 2008 P.L. 110-325), which prohibits discrimination against individuals with disabilities and provides enforcement standards. Further, the Proposing Agency shall comply with all other Federal, State or local laws, regulations and standards, and any amendments thereto, as they may apply to the performance of this Agreement.
9. Agrees to obtain and maintain public liability insurance in amounts necessary to cover all claims which may arise out of the Proposing Agency's operations under the terms of the contract and provide proof of such insurance coverage to AAAWM prior to the effective date of the contract. Unemployment compensation coverage and workers compensation insurance shall be maintained in accordance with applicable federal and state laws and regulations.
10. Certification: Service Partner certifies that it has not been suspended or debarred by the U.S. government from receiving federal dollars.

## **COOPERATION WITH THE AGING NETWORK**

11. Agrees to not make any statement attributable to or on behalf of AAAWM without prior written approval from AAAWM.
12. Agrees to engage in service activity promotion through the various news and public media; and agrees to acknowledge the sponsorship of AAAWM and Older Americans Act on all announcements and public information materials.
13. Agrees to cooperate with AAAWM in its efforts toward developing a comprehensive and coordinated system of services by participating in joint planning efforts and referral networks, and other activities to meet this goal.
14. Agrees to facilitate referrals by giving other service agencies minimum eligibility criteria for each service.
15. Agrees to establish linkages with other area service partners, including volunteer organizations for continuity of services especially in order to address the comprehensive range of needs any recipient may present.

## FUND USE, AUDITS, ASSESSMENTS

16. Agrees to seek other sources of funding for the services and to demonstrate effective planning for progressive project maintenance through its own resources.
17. Agrees to not use local matching funds, for this proposal, which match other state or federal grants of other contracts. Proposing Agency also agrees that federal cash or in-kind resources acquired during current or prior years may not be used to match funds provided under this proposal unless otherwise specifically authorized by state and/or federal statute.
18. Agrees that state and/or federal funds made available will in no event supplant existing state, local, and/or federal funds already in use by the Proposing Agency and which are supporting services.
19. Agrees to submit a copy of the single audit, if they are required to have one by the "Single Audit Act of 1984" as it applies (see O.M.B. circular A-128 & A-133). A "single audit" is required from an organization receiving at least \$500,000 a year in Federal (and related State) awards from all grantors (not just AAAWM). If an organization is not subject to the "single audit act", then only a financial audit will be required. A copy of the "single audit" report or the financial audit report (as it applies) shall be forwarded to AAAWM within nine (9) months of the end of the period audited. Audits shall usually be performed annually but not less frequently than every two years.
20. Agrees to cooperate and assist in efforts taken by the AAAWM, AASA, AOA, or any other agency or organization duly authorized by any of the preceding to evaluate the effectiveness, feasibility, and cost of the proposed service.
21. Agrees to maintain such books, accounts, vouchers, and all other documentation necessary to permit expeditious determination and disposition of all monies received from AAAWM as well as the nature and amount of all charges claimed against such funds.
22. Agrees that AAAWM, AASA, Michigan Department of Community Health, AOA, Department of Health and Human Services (HHS), or any of their authorized representatives shall have the right of access to any books, documents, papers, or other records of the Proposing Agency, in order to make audits, examinations, excerpts, and transcripts, so long as such is in conformity with the Privacy Act of 1974. Proposing Agency agrees to retain all books, records, and other documents relevant to this contract for a period of three (3) years. The retention period starts on the day the Proposing Agency submits to AAAWM its last expenditure report for the proposed service.
23. Agrees to comply with all program and fiscal reporting established in its contract and the AAAWM Policies and Procedures Manual, and to cooperate with AAAWM assessment of proposed service performance.

## **CLIENT SERVICES**

24. Agrees that all persons 60 years of age or older, who meet the criteria established for contracted services, shall be eligible for any or all services, with preference given to providing services to older individuals with the greatest economic needs, with particular attention to frail/disabled elderly and to individuals with dementia.
25. Agrees that a standard client intake procedure for all services will be established and maintained at the Proposing Agency level. The intake procedure must enable the Proposing Agency to report required information to AAAWM.
26. Agrees that the confidentiality will be protected at all times in conformance with AAAWM policies and any applicable laws.
27. Agrees that: (a) cost sharing determination shall be included in the eligibility of an older person for specified services; (b) cost sharing requirements must be tracked and billed; and (c) all client contributions and cost share income (where applicable) received by the proposing agency will be utilized on a monthly basis to expand the service by providing additional units.
28. Agrees to: (a) afford all individuals, not required to cost share, the opportunity to freely and voluntarily contribute to all or part of the cost of the services provided; (b) protect the privacy of each older person with respect to his/her contribution; (c) establish procedures to safeguard and account for all contributions; and (d) use client contributions for each respective service to expand services.
29. Agrees to establish and follow procedures for obtaining the views of service recipients about the services they receive.
30. Agrees to have a grievance procedure in place to address complaints by individual recipients and to make that procedure known to the recipients.

## **PROPOSING AGENCY MANAGEMENT**

31. Agrees to allow designated AAAWM staff to attend advisory councils, community groups and committees created for, and specifically relating to, the proposed service, and further agrees to provide AAAWM with advance notice of such meetings.
32. Agrees to provide for training, as necessary, to enable paid and volunteer personnel to perform effectively in their positions.
33. Agrees to establish safeguards to prohibit employees from using their positions for any purpose that is, or gives the appearance of being, motivated by a desire for private gain for themselves or others and, further, to abide by the "Code of Ethics" adopted by AAAWM.

34. Agrees not to assign the contract or enter into subcontracts without obtaining prior written approval of AAAWM. When subcontracts are proposed, agrees to use bidding procedures that conform to the Federal Procurement Standards as outlined in Title 45 of the Code of Federal Regulations, Part 74 "Administration of Grants". Assignees or subcontractors shall be subject to all conditions and provisions of the contract. The Proposing Agency shall be responsible for the performance of all assignees or subcontractors. The AAAWM shall annually monitor and assess the performance of subcontractors. The Proposing Agency shall submit copies of subcontracts to AAAWM, for review and approval. Following approval a copy of the signed contract must be sent to AAAWM before service begins.

**SPECIFIC CONTRACT TERMS**

35. Agrees that the conditions, under which AAAWM would place the Proposing Agency on probation, suspension, or termination, shall be specified in the contract language. Actions to be undertaken by AAAWM and the Proposing Agency in these circumstances shall also be specified in the contract language.
36. Agrees that the method of amending the contract shall be specified in the contract language. The circumstances under which funds may be reprogrammed and redistributed by AAAWM will also be specified in the contract language.
37. Agrees, when providing services, to give priority to AAAWM Care Management clients, as long as the requirements of paragraph #24 are met.

**Signature of Policy Board Chairperson or duly authorized person. Attach Policy Board Resolution.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Title

### **III - E. ASSURANCES/CERTIFICATION OF COMPLIANCE (All Proposers Complete Once)**

Assurance of Compliance  
With  
Title VI of The Civil Rights Act of 1964  
Section 504 of the Rehabilitation Act of 1973  
And  
The Drug Free Workplace Act of 1988

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(Proposing Agency's Legal Name)

Agrees that it will comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and all requirements and regulations of the Department of Health and Human Services issued pursuant to such laws. The Proposing Agency assures that no person shall on the grounds of race, color, religion, sex, age, national origin, marital status, height, weight, or handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any project or activity for which the Proposing Agency receives financial assistance from the Area Agency on Aging of Western Michigan, Inc.; and agrees that it will immediately take any measures necessary to effectuate this assurance.

Certifies that it will comply with the Drug Free Workplace Act of 1988 and provide a drug free workplace by carrying out the requirements of the Act.

The Drug Free Workplace Act of 1988 requirements include:

- (A) publish a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace and specify the actions that will be taken against employees for violations of such prohibition;
- (B) establish a drug-free awareness program to inform employees about -
  - (i) the dangers of drug abuse in the workplace;
  - (ii) the policy of maintaining a drug-free workplace;
  - (iii) any available drug counseling, rehabilitation, and employee assistance programs; and
  - (iv) the penalties that may be imposed upon employees for drug abuse violations;
- (C) require that each employee, to be engaged in the performance of the contract, be given a copy of the statement required by subparagraph (A);
- (D) notify employees in the statement required by subparagraph (A), that, as a condition of employment on the contract, the employees will -
  - (i) abide by the terms of the statement; and
  - (ii) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;

- (E) notify AAAWM within 10 days after receiving notice under subparagraph (D)(ii) from an employee or otherwise receiving actual notice of such conviction;
- (F) impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted; and
- (G) make a good faith effort to continue to maintain a drug-free workplace through implementation of subparagraphs (A), (B), (C), (D), (E), and (F).

The Proposing Agency recognizes and agrees that if a contract be extended, it will be in reliance on the representations and agreements made in these assurances/certification, and that the Area Agency on Aging of Western Michigan, Inc., the Aging and Adult Services Agency (AASA), or the United States Government, shall have the right to seek judicial enforcement of these assurances/certification. These assurances/certification are binding on the Proposing Agency, its successors, transferees, and assignees.

\_\_\_\_\_  
Project Director's Signature

\_\_\_\_\_  
Chairperson of Policy Board's Signature  
(Or duly authorized person - attach Policy Board resolution)

\_\_\_\_\_  
Project Director - Typed Name

\_\_\_\_\_  
Chairperson of Policy Board - Typed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date